June 18, 2018

Board President Larry Jirsak called the meeting to order at 3:30 p.m. in the library auditorium.

Roll Call
The following members were present: Larry Jirsak, Earl Underwood Shari Kment and Lori Dahl. Also present was Library Director Walker and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

Notice of Meeting and Agenda
The meeting was preceded by publicized notice in the Fremont Tribune and the agenda displayed in the municipal building, online at www.fremontne.gov/library and distributed. A copy of the open meeting law is posted continually for public inspection and is located near the entrance to the Board Room.

Reading of Minutes
Board Member Underwood moved to approve the May 21st minutes. Board Member Kment seconded it. Carried.

Unfinished Business - NONE

New Business –
1. Expansion Project. Director Walker discussed that she and the Board thought that Ally Poyner Macchietto was hired to see us through the entire expansion, but that she has now been told by the City Administrator that they were only for the pre-design phase and that we now need to go out for RFP for all the other phases. Director Walker provided the RFP contract with APM and explained how there may be confusion about going out to bid for the actual contractors, which we will do or APM will do depending on which process we choose moving forward. There seems to be some conflicting information and now we are working on trying to figure out what our next step is. Larry and Tina are going to try and get another meeting with City Administrator Brain Newton and Finance Director Jody Sanders to discuss these issues. In other expansion news, the Expansion Committee Chair, Jeff Hoffman has stepped down from the project and Director Walker is now the Interim Chair. Also discussed was the need for people to serve on the Design Committee. Tracy Parr, Shari Kment and Lori Dahl all said that they would be willing to sit on that committee.
2. Technology Plan was discussed with the Board and we will go over it at the next meeting.
3. Summer Reading Program Overview. We have had large numbers attending our Monday shows with 250 plus coming to the String Beans concert and 546 people attending two shows for the Omaha Street Percussion.

Reports
1. Directors Report - Director Walker reported that our landscaping is being worked on by Jon Kuddes who works for Parks & Rec. He is doing a great job and recently added flowers under the flag pole area. We are still in need of hiring an arborist to handle some tree trimming issues. She also mentioned we are reaching the end of our purchasing year. A In addition she discussed that the bathroom remodel is on hold indefinitely due to stipulations of the grant not allowing for changes to the remodel within 10 years' time causing conflicts with the expansion project. The library is still working on revamping all policies and procedures. We received new laptops that were purchased from A Trust funds. They will be used to by Kelly to start developing adult computer classes and Laura to start developing coding classes for kids. Director Walker also mentioned that she and Elisa Cruz are headed to ALA in New Orleans Thursday and Friday. Elisa received a full scholarship to cover all conference costs from TRLS and has recently been notified that she has been awarded the Spectrum Scholarship from ALA, which covers all of her school costs until graduation as well as full conference costs for 2019 ALA in Washington DC. She will be honored at a dinner in DC next year during ALA.

With no further business, motion to adjourn was made at 4:23 p.m. with Board Member Underwood making the motion and Board Member Kment seconding it. Carried.

(Signed) by Tina Walker, Library Director

From:	Dan Dolezal <DDolezal@alleypoyner.com>
Sent:	Friday, June 15, 2018 12:05 PM
To:	Walker, Tina
Cc:	Nancy Novak
Subject:	Keene RFP

Hi Tina-

Nancy stopped by and shared a little about your conversation. I found the below section of the RFP that we responded to and it appears the complete design of the project was included in the initial scope.

Scope of the Work

Services provided by the architectural firm are to include the following.

- Work with the Expansion Committee, Library Advisory Board and Library Director to refine and finalize the project's vision and goals.

- Provide planning for site, schematic design, exterior image, and budget using a community based planning process.

- Provide plan drawings, colored elevations, and other drawings for use in project promotion.

- Support funding efforts by providing marketing materials and participating in community meetings.

- Provide all ensuing architectural services necessary to create construction drawings and to specify, bid, construct, furnish/equip, and provide construction administration for the expanded library facility and site.

Let me know your thoughts.

Thanks,

Daniel Dolezal, PARTNER
Architect

ALLEY POYNER MACCHIETTO ARCHITECTURE
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From:	Dan Dolezal <DDolezal@alleypoyner.com>
Sent:	Friday, June 15, 2018 1:06 PM
To:	Walker, Tina
Cc:	Nancy Novak
Subject:	Keene- Next Steps

Hi Tina-

Also to follow-up with some of your other questions about next steps.

We see this project as three phases and this aligns with the RFP:
-Phase One. Pre-Design Phase which includes the work we have completed to date.
-Phase Two. Support during funding efforts. This is the phase you are now in. We would propose an hourly fee if we need to attend any meetings or additional presentations, etc.
-Phase Three. Architectural Services for the design and construction documents for the project. This phase would start when the funds are secured. We typically have a percentage fee for this phase that is based on the total construction cost of the project.

Part of our Phase three services would include assisting with the project delivery method which is the process in which we engage a contractor. Typically there are two common methods:

1. Design, Bid, Build. We would design the project completely, request bids from a number of contractors then select the low bidder and they would construct the project.
2. Construction Manager (CM). This process we would identify a number of contractors that we think are capable of constructing the project and request proposals, fees and then interview them. One contractor is selected and starts working with the design team early in the project. They provide ongoing cost estimating, evaluating the project for constructability and suggesting lower cost options. Then towards the end of the project they provide a GMP (guaranteed maximum price) in which they will construct the project.

We have been using the CM process on a number of projects, find it valuable and would recommend it for this project.

I hope this helps explain our process -please let me know if you have any follow-up questions.

If you think it would be helpful for us to present the project to the City Council we would be happy to do so!

Thank you,

Daniel Dolezal, PARTNER
Architect

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Technology Plan
Keene Memorial Library
Fiscal Year 10/1/2018 through 9/30/2020

Prepared by:

       Tina Walker, Library Director

       Kelly Olson, IT Specialist

Keene Memorial Library

1030 N. Broad Street

Fremont, NE   68025

(402) 727-2826

Keene Memorial Library is a department of the City of Fremont, NE and has a population of 26,397. It is located in Dodge County, NE which has a total population of 36,691. (2010 U.S Census data)

Technology Planning Team:

       Keene Memorial Library staff:

              Tina Walker, Library Director

              Laura England-Biggs, Librarian II, Youth Services

              Kelly Olson, IT Specialist, Library Technology

              Elisa Cruz, Librarian I, Adult Services/Circulation Manager

       City of Fremont IT staff:

              Nick Brand, Information Technology Manager

              Linda Francois, PC/Network Technician

Environment

Fremont, NE is a 1st class city, located within 30 minutes of the Omaha Metropolitan area. It is the county seat of Dodge. The community supports a wide variety of industries including manufacturing, food processing, agribusiness, health care, education and retail business. Internet access is widely available to business, schools and government agencies. Wireless hotspots are available in multiple restaurants and coffee spots in the community.

The community's education community places a high value on digital literacy, elementary and secondary students all receive computer instruction as part of regular classes. Introduction of iPads as educational tools is taking place at the elementary level in the public schools. New tech

classes are being planned for Fall 2018 for teens and adults. Metropolitan Community College's Fremont campus offers programs in information technology. Midland University offers an undergraduate degree in information technology management. Public continuing education options are more limited. A local bank has a computer lab and offers training seminars to the public. The library has not offered formal classes due to space and staffing issues. One on one individual coaching is offered to customers on using computers and mobile reading devices.

The Keene Memorial Library's computing resources are heavily relied on by members of the public both local and visiting. The withdrawal of a local office for the Department of Labor Work Force Development program has resulted in a growth in use and clients now come to the library to apply for benefits and to look for jobs. Keene partnered with the Work Force Development program to assist patrons and they now come every Wednesday to help patrons apply for jobs and fill out applications online.

Keene Memorial Library Technology Current Summary

Keene Memorial Library is a 46 year old building built prior to the internet and computers. Thus computer technology is placed and used in locations where existing electrical outlets were available and along walls or anchored from pillars for network cabling. Staff and public Wi-Fi networks have been installed and that has allowed for more flexible use of computers in recent years. A server room was added as a remodeled space when the library automated. IT resources reside in this room, at city IT and "on the cloud" at a SirsiDynix remote service facility. Public and staff PC's are all under 4 years of age, having been replaced due to the need to operate on Windows 7 and have Microsoft Office 2013. Cassie software is used on public PC's to provide timing and printing control. A Barracuda filtering system is employed and public PC's are locked from changes to drives for security purposes. A full inventory of library equipment is attached.

Public internet service is provided via a fiber connection to the provider. Staff network and internet connectivity is via the city's network connection building on a fiber ring.

The library utilizes SirsiDynix's Horizon automated library system for searching, circulation, acquisitions, cataloging, serials control and remote authentication. It maintains the latest version of software and adds new modules when introduced to provide better library customer service.

The library purchases and provides access to electronic content both via Nebraska Library Commission initiatives such as the Overdrive consortium and by direct purchase or subscription. Keene Memorial Library offers 18 databases, Overdrive, OneClick Digital, Freegal and Zinio resources. Learning services Mango Languages, Lynda.com and Universal Class are offered both in the library and remotely.

The library is currently circulating kindle e-readers and Verizon hotspots for mobile internet. Ipads are available for use in the library and public use in technology programs.

In addition to Office productivity software the library utilizes staff scheduling software, a time clock system, Adobe publishing software, meeting room scheduling and events calendar software. A summer reading program logging software, Beanstack, has been used for several years. Resources for digitizing are available to the staff as is a large format printer.

The main meeting room has a ceiling mounted digital projector, sound system and DVD player available to users.

Mission and Goals

Library Mission: Keene Memorial Library is committed to providing access to information, education, resources, and training in support of life-long learning, personal growth, and community fellowship for all.

The Strategic Planning participants further defined the roles the library could play in making the future Fremont a place where everyone is welcome, has an opportunity to find a good job, get a good education and lead a rich intellectual life.

The strategic plan defines the library goals as:

Goal One: Establish the library as the community hub to support the needs of all library visitors

Goal two: Improve communication of library services to a wider audience through increased collaboration, outreach, and marketing.

Goal three: Provide a diverse array of print and electronic resources, programs, and services to support education, culture, and business growth of our community

Goal four: Increase use of the library by augmenting material use, library card holders, and program attendance.

Keene Memorial Library works to utilize technology in three main avenues to support the mission and goals of the library and its strategic plan

1. Maintaining and building the infrastructure required to provide up-to-date library services in a timely and efficient manner.
2. To provide public access to up-to-date computing resources, internet access and services to meet community educational, career and life needs.
3. To provide accurate information, reading materials and entertainment resources in multiple formats to meet the community's needs and interests.

Planned Technology Tasks and Improvements

1. Maintaining and building the infrastructure required to provide up-to-date library services in a timely and efficient manner.
   a. Implement SirsiDynix Mobile Circ for offsite and onsite mobile circulation.
   b. Implement SirsiDynix Enterprise for integrated online catalog and interface of available eResources for one-click access
   c. Implement use of SirsiDynix eCommerce through OPAC to accept debit/credit payments for fines/fees.
   d. Implement use of SirsiDynix Analytics to consolidate statistics and reports
   e. Installation of new fiber and switch into East Annex building for internet capability, for faster internet service in order to accommodate Computer Classes for Public.
   f. Develop rotation schedule for replacement printers, scanners and computer equipment.

   Implementation and maintenance responsibilities:
   a.-b. IT Specialist with assistance of Library Director and Librarian II
   e.-f. City IT staff, IT Specialist

2. To provide public access to up-to-date computing resources, internet access and services to meet community educational, career and life needs.
   a. The library has purchased iPads and Kindles to make available to the public for in house use (iPads) and check-out (Kindles).
   b. Provide access to public computer instructions in class and one on one environments.

   Implementation and maintenance responsibility:
   IT Specialist and Library Director

3. To provide accurate information, reading materials and entertainment resources in multiple formats to meet the community's needs and interests.
   a. The library continues to evaluate new databases and online reading resources for to make available to the public.
   b. Review options to add video streaming as a resource for the public
   c. Develop plan for addition of a "Maker Space" to the library.
   d. Update print materials to reflect current technology software and trends

Continuing Education

Keene Memorial Library takes advantage of a variety of different opportunities. Staff at all levels are encouraged to attend.

Training resources include:
- The Nebraska Library Commission (NLC)
  - Basic Skills program
  - Database Road Show
  - Assorted webinars and one time training opportunities.
- Three Rivers Library System
- Nebraska Library Association
  - Conference
  - Spring meetings
- Sirsi/Dynix
  - Staff attend the annual user group COSUGI conference and training seminars
  - Kelly Olson, IT Specialist attends Computers in Libraries conference and training seminars prior to that meeting.
  - Staff attend webinars, online training sessions, and local events to become familiar with new products and software.
  - Subscriptions to Tech Republic Pro and Total Training and orders many practical guides about technology and its applications.
- Internal Staff:
  - Kelly Olson, IT Specialist, is responsible for training local library staff and customers in the use of new and/or improved technology. He prepares one-on-one training, handouts, and how-to guides for the staff.

Technical Support/Maintenance

- Horizon hardware or software issues: we contact SirsiDynix support, by phone or log in to requests through SirsiDynix Support Center website. Kelly Olson, IT Specialist is the primary contact with SirsiDynix
- Computer hardware and software issues: Kelly Olson IT Specialist as onsite staff, supported by Fremont City IT Department Staff and by contact to vender.
- Networking problems, we call Fremont City IT Manager Nick Brand or the PC/Network Technician and/or American Broadband, our network provider. Kelly Olson, IT Specialist is primary library contact to IT.
- Telephone: CenturyLink/ Windstream (long distance)
- Security system: All Tex provides monitoring and Technical support.
- Networked security camera footage is stored on a server located in the City IT Department.

Evaluation

The Keene Memorial Library uses a number of methods to evaluate and measure the achievement of technology goals.

- CASSIE PC scheduling and time management system measures public computing use.
- Who's on our Wifi software to track wireless network usage.
- Statistics of database use and the number of visits on the website are recorded monthly.
- Horizon automated library system collects circulation, renewal and acquisitions data.

Records of equipment malfunction and service calls help to evaluate hardware and equipment. The library logs problems to its automated library system vendor via the Internet. Tina Walker, Library Director and Kelly Olson, IT Specialist are responsible for overall implementation and coordination of the Technology Plan. As the Library Board reviews the budget, they also review technology resources and expenditures. Final decisions about major corrections and/or adjustments to the original goals of service are usually made by the Library Director with input from the Library Board, staff members and/or colleagues in other libraries, Nebraska Library Commission, vendors, etc.

The Technology Plan is reviewed annually by a core group of the Technology Committee at the library. Depending upon funding and the success of the budget process, the Technology Plan may be implemented or re- prioritized by need and cost factors. The entire operational budget is reviewed to see how much of the Technology Plan can be accommodated in the budget year.

- Technology Assessment/Inventory: Attached
- Telephone lines in the library: 4
- Monthly cost of telephone service: $170
- Telephone service provider: CenturyLink/ Windstream long distance
- Internet provider: American Broadband
- Access to Internet: Fiber
- Upload/Download speed: 100 mbps / 100mbps
- Monthly cost of Internet service: $200.00/month

Library Director Signature _____

Date _____ (mm/dd/yyyy)